



# TOTE Quickstart Guide

## The Transportation Online Tool for Education (TOTE)

TOTE is the District of Columbia Office of the State Superintendent of Education (OSSE), Division of Student Transportation's (DOT) database for school information and student transportation request forms.

The TOTE Dashboard is your homepage. Return to this screen by clicking the Home button.

Click shortcut buttons for troubleshooting, summary reports, school calendars, school contacts, etc.

Access TOTE and a digital copy of this user guide at:  
[www.osse.dc.gov](http://www.osse.dc.gov)

### Symbols Key

Edit



View



### Save & More

Remember to save after each step

Save



Home

If you ever get lost, just go home



### TOTE Checklist

- ☐ Local Education Agency (LEA) Form
  - Addresses and Contact Info (all schools in LEA)
  - Special Education Transportation Contact(s)
  - Submission/ Transportation Certification Status
  - View/Edit Student Status Details
- ☐ School Form
  - School Address and Contact Info
  - School Transportation Rosters
  - Special Education Transportation Contact(s)
  - Extended School Year (ESY) Site
  - Year Round School Details
  - Multiple Programs and Bell Times
  - School/Program Calendar and Bell Times
- ☐ Student Form
  - Check Student Status
  - Eligibility Info
  - Student Enrollment Info
  - Student Placement Info
  - Student Contact(s)
  - Student Address(es)
  - Submit Student Transportation Request Form
- ☐ Submission and Transportation Certification
  - Transportation Certification Confirmation

### Four Roles

1. DCPS SPED LEA
2. LEA Admin
3. School Staff
4. Non-Public School Staff

### Access

**All:** View student data

**DCPS SPED LEA & LEA Admin:**

Certify student data; submit Transportation Request Form (TRF)

**School Staff:** Submit student data, but cannot certify data; submit TRF

**Non-Public:** Submit school calendar info; only view student info.

### Questions or Issues?

TOTE has the ability to capture and report issues and submit your questions to our administrators.

Simply click either of the buttons below (located on your Dashboard):



Add a TOTE Support Request

For immediate assistance, call 202.724.7818.

# 1

# LEA Form

Home TOTE Support Requests **LEAs** Schools School Contacts

LEAs LEAs Home  
REPORTS & CHARTS

Search these LEAs

This report combines the transportation request status for both the current ESY term and the upcoming re

Both Terms LEA List 4 LEAs

LEA Name	Schools within LEA	Special Education Students in LEA	ESY Certification Status	1. Missing ESY Eligibility Documents	2. Assign to ESY Program	3. No ESY Transportation Request on file	4. Transport Re Con
Children's Place PCS	2	0	A school has no ESY school calendar	0	0	0	
District of Columbia Public Schools	133	8199	Students Missing ESY Transportation Details	0	0	3	
Non-Public Special Education Provider	241	0	No SPED Students to Certify for ESY	0	0	0	
OSSE Academy	2	0	No SPED Students to Certify for ESY	0	0	0	

Home TOTE Support Requests **LEAs** Sc

LEAs Edit OSSE Academy  
REPORTS & CHARTS

LEA Name OSSE Academy LEA Schools 2

LEA ID 44444 # of Students in LEA 0

- School Address and Contact Information
- Special Education Transportation Contact**
- OSSE-DOT Contact
- Submission and Certification Status
- Student Status Detail
- ESY Student Status Detail
- Student Transportation Rosters

## Getting to the LEA Form

1. Click the LEA button on the Dashboard.
2. Click the Edit button next to your LEA.
3. This will take you to the LEA form for your LEA.

## Completing the LEA Form

In order to complete the LEA Form, you must fill out a School Form for each of the schools in your LEA.

**IT IS IMPERATIVE THAT YOU ENTER ALL OF THE SCHOOL CONFIGURATION DATA FOR SCHOOLS WITHIN YOUR LEA. WITHOUT SCHOOL CONTACT INFORMATION, SCHOOL ADDRESS VERIFICATION, SCHOOL BELL TIMES AND SCHOOL PROGRAMS, WE CAN NOT RELIABLY AND EFFECTIVELY ROUTE STUDENTS TO YOUR SCHOOL TO ARRIVE ON TIME.**

There are multiple ways to get to the School Form; one way is through the "School Address and Contact Information" section on the LEA Form. Continue to the next page for instructions to fill out the School Form.

LEAs Edit OSSE Academy  
REPORTS & CHARTS

LEA Name OSSE Academy LEA Schools 2

LEA ID 44444 # of Students in LEA 0

School Address and Contact Information

This section lists the detailed School Address and Contact Information for schools within this LEA.

Full Report	Email	More	2 Schools
School Code	School Name	# of Programs	# of School Calendars
99997	OSSE Academy PCS	0	0
99998	OSSE DOT PCS	1	2

## Special Education Transportation Contact

Special Education Transportation Contact

These are all the Special Education Transportation Contacts by school withi

Add Contact

Full Report	Email	More	3 School Contacts
Title	School Contact Name	Email Address	
Data Administrator	Jason Campbell	jason.campbell	
Data Administrator	Lia Rogers	lia.rogers@dc.g	
Data Administrator	Mary Bailey	mary.bailey@dc	

- OSSE-DOT Contact
- Submission and Certification Status

You can see all of your Special Education Transportation Contacts for all of the schools in your LEA on the LEA Form. You can also add, remove and edit contacts on the LEA Form. Just click the "Add Contacts" button or the Edit button.

## View Submission and Transportation Certification Status

You can view your submission and transportation certification status on the LEA Form. Certification and submission will be covered in section four of this guide.

## View Student Status Detail/Student Transportation Rosters

You can view the status of your student data on the LEA Form. Student data entry and the Student Transportation Request Form will be covered in section three of this guide.

# 2

# School Form

Home TOTE Support Requests LEAs **Schools** School C

Schools Schools Home You've made changes  
REPORTS & CHARTS Save

OSSE Academy

School Demographics and School contacts 2 Schools

	LEA Type	School Code	Closed	School Name	School
	LEA (Independent) Charter	99997	no	OSSE Academy PCS	652 We
	LEA (Independent) Charter	99998	no	OSSE DOT PCS	1212 A

Home TOTE Support Requests

Schools Edit OSSE Academy PCS  
REPORTS & CHARTS

- School Address & Contact Information
- Student Transportation Rosters
- School Liaison
- Special Education Transportation
- Add Additional School Contact(s)
- ESY Site
- Year Round School Details
- School Calendar Length Confirmation
- Multiple Programs and Bell Times
- School/Program Calendar and Bell Times

## Getting to the School Form

Access the School Form from the Dashboard:

1. From the Dashboard, click the **Schools** button on the page header.
2. On the Schools Home Page, search for your school and click the **Edit** button to the left of it. This directs you to the **School Form** for your school.

## School Address

1. Verify the school address on file is correct.
2. If the address is incorrect, choose "No" in the dropdown box. Enter and certify the correct address.

## School Contact Information

**Special Education Transportation Contacts** refers to all contacts who will have info about students and your school. This section serves to capture those individuals who are able to handle school calendar configuration issues and student issues.

1. If the contacts listed are the only contacts for your school, choose "Yes" in the dropdown box.
2. If there are additional contacts, choose "No" to reveal the "Add Contact" button.
3. Click the "Add Contact" button and enter the required fields, applying the correct contact role.
4. Click "Save" or the down arrow to the right of the "Save" button to save and add another contact.

## Extended School Year (ESY) Site

Indicate in this section if your school will serve as an ESY site for the upcoming ESY term.

1. Indicate "Yes" or "No" in the dropdown box.

## School Calendars

Determine whether the school year calendar information on file with OSSE DOT is accurate.

1. Under **Year Round School Details**, confirm/deny whether the calendar info on file is correct.
2. If the info on file is incorrect, **School Calendar Length Confirmation** will appear. Enter the correct info here.

**DO NOT INCLUDE SUMMER SCHOOL OR ESY FOR REGULAR SCHOOL YEAR CALCULATIONS.**

3. Next, the **School Calendar Length Calculation** section will appear, where you can see your updated regular school year calendar info.

## Multiple Programs and Bell Times

This section supports those schools with multiple populations of students (different school start/end dates, bell times, principals) at one location.

A school may serve pre-school, kindergarten and elementary school students at one campus. Or there may be students enrolled in FAPE-related activities extending past the regular school day. For the purpose of TOTE, those students are enrolled in a specific **Program**.

1. Indicate "Yes/No" regarding whether your school has multiple programs.
2. If you choose "Yes" the **Program Information** section will appear. Click the "Add Program" button to add multiple program info. You are only required to enter details that differ from your main program details.
3. Click "Save" when you are done. You will be able to review the program details on the **School Form**.

# School Form

## School/Program Calendar and Bell Times

In this section, you will enter all information related to your school calendar and bell times. **Include your summer school days or ESY days on this calendar. It is imperative.**

[Add School Term Calendar](#)

### School & Program Calendars On File

School Name	Date Modified	Program Name	Related Term Name	First Day	Last Day	Doors Open	Estimated Bus Schedule
-------------	---------------	--------------	-------------------	-----------	----------	------------	------------------------

No school calendars found

[Home](#) [TOTE Support Requests](#) [LEAs](#) [Schools](#)

[School Calendars](#) > [Add School Calendar](#)

[School Calendar Form](#)

[School Term Details](#)

[Calendar Submission Details](#)

[School Year Details](#)

[School Calendar Details](#)

[Calendar Changes Information](#)

[School Day: Bell Time Details](#)

[Inclement Weather Closures & Make-Ups](#)

[Calendar Exception Day\(s\)](#)

[Admin Section](#)

## School Calendar and Bell Times

1. Click the “Add School Term Calendar” button to enter details for your school or all applicable programs.
2. Under **School Term Details**, indicate for which term and program you will be entering calendar info.
3. Under **School Year Details**, enter the first and last day.
4. Under **School Day: Bell Time Details**, enter times for when student will enter the school, when teachers will begin instruction, PM dismissal and early dismissal.

**DO NOT ENTER THE SAME TIME FOR STUDENT ENTRY TIME AND INSTRUCTION START TIME. ALLOW FOR A 20-MINUTE WINDOW BETWEEN BUS ARRIVAL AND WHEN THE STUDENTS NEED TO BE IN THEIR SEATS FOR INSTRUCTION.**

### Early Dismissal Details

Under **School Day: Bell Time Details**, indicate “Yes” or “No” in the dropdown box whether your school has an early dismissal time.

1. If you choose “Yes” the **Early Dismissal Details** section will appear.
2. Enter the early dismissal time, including AM or PM.
3. Indicate whether the early dismissal time is recurring (consistent) or non-recurring.
4. If you choose “Yes” to indicate that it is recurring, choose from the two dropdown boxes to indicate how often and on what days the early dismissal time occurs. If “No” enter the early dismissal days in Calendar Exceptions.

## Inclement Weather Closures & Make-Ups

Indicate the jurisdiction your school follows.

### Calendar Exceptions

Calendar exceptions are all non-recurring early dismissal days, days school is closed, inclement weather make-up days, and/or days students are not expected to report to school (e.g. professional development days and federal holidays).

1. Click the “Add Calendar Exception Day” button. You may enter multiple calendar exception days on this form. Simply choose the “Save & Add Another” option from the dropdown next to the “Save” button.

[Calendar Exception Day\(s\)](#)

The term “Calendar Exception” refers to all non-recurring early dismissal day(s), day(s) school is closed, and/or day(s) Student are not expected to report to school (e.g. professional development days and Federal Holidays). It also includes Inclement Weather Make-Up Days, which can be added or deleted throughout the school year.

[Add Calendar Exception Day](#)

Program Name	Exception Date	Exception Type
--------------	----------------	----------------

No calendar exception days found

[Calendar Exceptions](#) > [Add Calendar Exception Day](#)

[Calendar Details](#)

Term	2014 - 2015	Calendar Effective Date	08-19-2014 - 08-20-2014	Date Created	
School	OSSE Academy PCS	Principal	Dr. Mickey Mouse		

[Calendar Exception Day\(s\)](#)

Exception Date	09-26-2014	Exception Type	<div>Closed</div> <div>Inclement Weather Make-up Full Day</div> <div>Early Dismissal</div> <div>Inclement Weather Make-up Half Day</div>
----------------	------------	----------------	--

## Early Dismissal Details

Recurring means these days happen on a predetermined, repetitive, and consistent basis. Example: An early dismissal day recurs biweekly on Wednesdays at 1:15 pm.

Early Dismissal Time\*

You must enter the period (AM or PM).

Is Early Dismissal Recurring?\*

Yes

Early Dismissal Recurs How Often?\*

What is the Early Dismissal Day(s)?\*



# 3

# Student Form

Students | Students Home  
▼ REPORTS & CHARTS

Search reports & charts

- ▼ Status Summaries
  - Student Cert Status (SY) Dashboard
  - Student Cert Status (ESY) Dashboard
  - Mode of Transportation Summary
  - Status Summary by LEA**
  - Students by Primary Disability
  - Students by Transportation Eligibility
- ▼ Admin Reports
  - All Students
  - Student Device Specialized E
  - Student Status
  - Student Status ESY
  - Students w/ Eligibility
  - Student Status copy

Students | Status Summary by LEA  
▼ REPORTS & CHARTS

Search these student eligibility details

Student Status	2. Assign to Program
Enrolled LEA	Number of Student eligible details
<b>District of Columbia Public Schools</b>	
<b>Totals (6 groups)</b>	

Students | REPORTS & CHARTS

Search these student eligibility details

**I-200 of 8168 Student Eligibility Details**

Student Status	ESY Student Status
4. Transportation Request Complete	6. Ineligible for ESY Transportation
No DOT Responsibility	6. Ineligible for ESY

## Getting to the Student Form

1. Click the **Students** button on the page header.
2. Under "Student Home" click "Reports & Charts."
3. Find "Status Summary by LEA" under "Status Summaries."
4. Choose your LEA.
5. This will take you to a full report of students for your LEA.

+ New Student Eligibility Detail ★ Favorite **Grid Edit** Email More

All Students Report 80 Student Eligibility Details

Enrolled LEA	LEA Certification Status	Student Status	ESY Student Status	Student Name	USI
<b>(empty) (69 Student Eligibility Details)</b>					
District of Columbia Public Schools	Students Missing ESY Transportation Details	Test Student	Test Student	Test4, Services	TRN0009532
District of Columbia Public Schools	Students Missing ESY Transportation Details	Test Student	Test Student	Test1, 1Dbarcodes	1DBARCODE

## Grid Edit

Students | Grid Edit  
▼ SETTINGS ▼ REPORTS & CHARTS

New Student eligibility detail More

Student Status	ESY Student Status	Student Name	USI	DOB	Primary Disability Code	Transportation Category	Eligibility for Transportation	ESY FAPE
Test Student	Test Student	Tester7, Ken	USI7111117	10-19-1994	AUT		No	Yes
Test Student	Test Student	Test1, Version103	V1031	06-29-2001	SLD		Yes	No
Test Student	Test Student	Test2, V1042	V104TEST2	03-20-1994	SLD		No	No
Test Student	Test Student	Test1, Version106	VERSION1061	06-29-1992	AUT		Yes	Yes
Test Student	Test Student	Test1, Version107	VERSION171	06-29-2001	AUT		Yes	Yes

## Individual Student Edit

Students | Edit Test1, Version103  
▼ REPORTS & CHARTS

- ▶ Student Status
- ▶ Student Information
- ▶ Eligibility Information
- ▶ Student Enrollment Information
- ▶ Student Placement Information
- ▶ Student Contact(s)
- ▶ Student Address(es)
- ▶ Student Transportation Request

## Editing Student Data

To edit existing student data, you have two options:

### Grid Edit

Grid Edit allows you to edit data for multiple students at a time. You will know you have entered Grid Edit by the green tint of the column header. Double click on a field to edit – a yellow box will appear.

### Individual Student Edit

In Individual Student Edit, you edit data for one student at a time.

**THIS IS THE ONLY WAY TO SUBMIT STUDENT TRANSPORTATION REQUEST FORMS.**

# Student Form

Students | Edit Test I, Version 107  
 SETTINGS | REPORTS & CHARTS

- Student Status
- Student Information
- Eligibility Information
- Student Enrollment Information
- Student Placement Information
- Student Contact(s)
- Student Address(es)
- Student Transportation Request

**Add Transportation Request Form**

Transportation Request Status | Transportation Request Status Con

Transportation Request Forms | Add Trans  
 SETTINGS | REPORTS &

- Student Demographics
- Student Eligibility Information
- Student Contact Information
- Transportation Request Details
- Student Enrollment Information
- Student Placement Information
- ESY Placement Information
- Assistive Devices/Specialized Equipment
- Mode of Transportation

## Getting to the Student Transportation Request Form

Once you complete the following required fields in the Student Form, the “Add Transportation Request Form” button will appear under the Student Transportation Request section.

1. **Current Grade:** the grade the student will enter this term
2. **Attending School Name:** if applicable, include program
3. **Student Contacts:** in case of a transportation emergency
4. **Student Address(es):** pick-up/drop-off location(s)

**IF SEDS HOLDS INACCURATE DATA TOTE WILL HOLD INACCURATE DATA. YOU MUST CORRECT SEDS IN ORDER TO CORRECT TOTE.**

## Filling out the Transportation Request Form

### Student Contact(s)

Choose the contact(s) you already created from the dropdown box. Indicate any alternate student contact(s).

### Transportation Request Details

Indicate the term, request reason, and whether the transportation request should go live sometime after the Estimated Go Live Date (if “Yes,” enter the Alternate Go Live Date).

### Mode of Transportation

If AM Pick Up and/or PM Drop Off is needed, choose “Yes” from the dropdown box(es) and enter the address details, including days of the week the transportation is needed and any alternate locations. If the student will use public transportation, a home address is required for both AM Pick Up and PM Drop Off.

**ONCE ALL THE DETAILS ARE ENTERED, SAVE THE FORM. YOU WILL RECEIVE EMAIL CONFIRMATION.**

## Choose Student Contact(s)

**Student Contact Information**

Although you can add a contact directly from the Transportation Request Form, it is much more efficient to add a contact from the Student Form.

**Contact Name \*** Test Test - Caregiver **Contact Type** Emergency

**Main Phone Number** (555) 555-5555 **Mobile Phone Number**

**Is there an alternate student contact?** No

**Transportation Request Details**

**Term \*** 2014 - 2015 **Request Reason \*** Administrative Continuation (Internal Use Only)

**Submission Date** 08-06-2014 **Estimated Go Live Date** Monday, 08-11-2014 **Based on the submission date, this request will go live on the Estimated Go Live Date.**

**Should this transportation request go live sometime after the Estimated Go Live Date?** No

## Indicate Mode of Transportation

**Mode of Transportation**

**Requested Mode of Transportation \*** DOT Vehicle

**Is AM Pick Up Needed? \*** Yes **Is PM Drop Off Needed? \*** Yes

**AM Pick Up Details**

**AM Pick Up Address \*** 1111 North TEST AVE Bg NE, 3532 Washington, DC 20011 **Student Lives Here** yes

**Gate Code or Building Code** 4567 **Business Name**

**AM Days of the Week** Make a Selection...

**Is there an alternate AM Pick Up for this student?** No

**PM Drop Off Details**

**PM Drop Off Address \*** **Student Lives Here**

# 4

## Submission and Transportation Certification

### Getting to Submission and Transportation Certification

Once all student data has been entered the “Submission and Certification Confirm” section will appear on your LEA Form. Get to the LEA Form by clicking on the LEAs button on the page header.

In order to reach this final step, you must first enter data (other than “Incomplete”) for all students in your LEA in the following fields:

- Current grade
- Will student utilize transportation services?
- Eligible for ESY services (for ESY only)?
- \*Completed Transportation Request Form submitted

\* If all the required data is not entered, you will not be able to submit your student transportation request data.

### Summary Reports

The **Certification Summary Report** and **Status Summary Report** are handy tools on the Dashboard to help determine your progress and what steps are left to complete your data submission by deadline.

Click on the “Certification Summary by LEA” green button on the Dashboard to view your certification progress for your LEA.

View the Student Summary (ESY or School Year) directly on the Dashboard to track your certification progress for the students in your LEA.

### FINAL STEP: Transportation Certification

1. When you finish all of your student entries and have no outstanding actions for your LEA, save the form.
2. When you return to Edit mode, a message will appear. Press “OK” and you will be directed to the “Submission and Transportation Certification Section” on the LEA Form.
3. Click the dropdown box and confirm that all the info you entered is true as of the date of submission.
4. Once you confirm the info, TOTE saves your entry. You are no longer able to edit this area.

**CONGRATULATIONS! YOU HAVE ENTERED ALL SCHOOL CONFIGURATION DETAILS, CERTIFIED ALL STUDENT DETERMINATIONS AND SUBMITTED ALL TRANSPORTATION REQUESTS FOR THIS LEA.**

LEA Name OSSE Academy LEA Schools 2

LEA ID 44444 # of Students in LEA 0

- School Address and Contact Information
- Special Education Transportation Contact
- OSSE-DOT Contact
- Submission and Certification Status
- Submission and Certification Confirm**
- Student Status Detail

Welcome to OSSE TOTE!

DCPS SPED LEA

DCPS SPED LEA	# of District-Dependent LEAs	# of Schools in DCPS SPED LEA	# of Student in DCPS SPED LEA	1. Missing Eligibility Documents	2. Assign to SY Program	3. No SY Transportation Request on file	4. SY Transportation Request Complete	5. Ineligible for SY Transportation	6. Eligible Not Using Transportation
DCPS LEA	16	167	9518	0	36	142	2453	237	

LEAs Edit OSSE Academy

SETTINGS REPORTS & CHARTS

- School Address and Contact Information
- Special Education Transportation Contact
- Students Not Eligible for Transportation
- Transportation Request Students
- Students Pending
- Students Complete
- Submission and Certification Status
- Submission and Certification Confirm**

**Certification Confirmed**

✓ Certification Unconfirmed

I certify this submission and affirm all information is true as of the date of submission